



# Records Disposal Certification

## OVERVIEW

Authorization has been given for disposal of each record series listed on this 14-page Records Disposal Certification. The records on this list have been reviewed and approved by the Records Management Liaison Officer. To prevent premature disposal of records, these records may only be disposed of for the **DATES INDICATED and AFTER ALL AUDITS HAVE BEEN COMPLETED AND RELEASED**. Return the completed form by the end of the current fiscal year to RECORDS MANAGEMENT, FHESC, Suite B-201.

## INSTRUCTIONS

Before returning the completed Records Disposal Certification, make sure these 7 steps have been completed:

1. Refer to the [Records Retention Schedule](#) if there are questions regarding what each category of records encompasses.
2. If a records hold exists for the records or the records are being audited, retain the documents until the records hold is lifted and the required retention per the [Records Retention Schedule](#) has passed.
3. The school/department name is typed or printed on the top of each page.
4. Column "*D. Volume*" has been completed for each record series disposed of. See volume conversion chart at the button below.
5. Column "*E. Action*" has been completed for each record series disposed of indicating the disposal method. Records containing confidential or exempt information (primarily student related) must be shredded.
6. Column "*F. Date*" has been completed for each record series disposed of indicating the date records were destroyed.
7. The Principal or Director and a witness has signed page 13.

If your school or department opened less than 3 years ago, complete and submit page 14 only. Return page 14 to Records Management **only** if your school or department will NOT dispose of records in this fiscal year.

## Records Disposal Certification 2023/2024

|                          |                      |
|--------------------------|----------------------|
| School or<br>Dept. Name: | School or<br>Dept. # |
|--------------------------|----------------------|

|     | A.<br>Series Title  | B.<br>Item | C.<br>Dispose Up To | D.<br>Volume | E.<br>Action | F.<br>Date |
|-----|---|------------|---------------------|--------------|--------------|------------|
| 1.  | Absentee Excuses and Admission Slips  | G7 #1      | 06/30/2022          |              |              |            |
| 2.  | Abuse/Neglect/Abandonment Records (after closed)  | G7 #110    | 06/30/2020          |              |              |            |
| 3.  | Access Control Records  | G1 #189    | 06/30/2022          |              |              |            |
| 4.  | Accident Records (Student)  | G7 #2      | 06/30/2019          |              |              |            |
| 5.  | Accreditation Records: Final Self-Study ( <i>relates to the process and status of becoming accredited</i> ) | G7 #5      | 06/30/2018          |              |              |            |
| 6.  | Administrator Records: Agency Director/Program Manager  | G1 #122    | 06/30/2013          |              |              |            |
| 7.  | Advertisements: Legal   | G1 #25     | 06/30/2018          |              |              |            |
| 8.  | Affirmative Action Records  | G1 #82     | 06/30/2021          |              |              |            |
| 9.  | Applications: Teacher Certification Applications and Renewal ( <i>after separation or termination</i> )     | D #75      | 06/30/2014          |              |              |            |
| 10. | Apprenticeship Agreement Records  | G7 #143    | 06/30/2018          |              |              |            |
| 11. | Architectural/Building Plans and Permits: Abandoned/Withdrawn   | G1 #332    | 06/30/2022          |              |              |            |
| 12. | Athletic Eligibility Records  | G7 #116    | 06/30/2022          |              |              |            |
| 13. | Athletic Eligibility Records: Physical Evaluations  | G7 #172    | 06/30/2016          |              |              |            |
| 14. | Attendance and Leave Records  | G1 #116    | 06/30/2020          |              |              |            |
| 15. | Attendance Records: Community Service   | G1 #249    | 06/30/2022          |              |              |            |
| 16. | Attendance Records: Student ( <i>other than the student's permanent record card</i> )                       | G7 #9      | 06/30/2020          |              |              |            |
| 17. | Audit Trails: Critical Information Systems  | G1 #393    | 06/30/2018          |              |              |            |
| 18. | Audits: Auditor General   | G1 #8      | 06/30/2013          |              |              |            |
| 19. | Audits: Independent   | G1 #56     | 06/30/2013          |              |              |            |
| 20. | Audits: Internal  | G1 #73     | 06/30/2018          |              |              |            |
| 21. | Audits: State/Federal   | G1 #83     | 06/30/2013          |              |              |            |
| 22. | Audits: Supporting Documents  | G1 #57     | 06/30/2018          |              |              |            |
| 23. | Award and Recognition Selection Records   | G7 #134    | 06/30/2022          |              |              |            |
| 24. | Ballots   | G1 #397    | 06/30/2022          |              |              |            |
| 25. | Ballots: Student Elections  | G7 #117    | 06/30/2022          |              |              |            |
| 26. | Bargaining Records: Supporting Documents ( <i>after expiration or cancellation of contract</i> )            | G1 #87     | 06/30/2018          |              |              |            |
| 27. | Bid Records: Capital Improvement Successful Bids ( <i>includes RFPs/specifications/responses</i> )          | G1 #70     | 06/30/2013          |              |              |            |
|     |   |            | <b>Total Volume</b> |              |              |            |

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|-----|--|------------|---------------------|--------------|--------------|------------|
| 28. | Bid Records: Capital Improvement Unsuccessful Bids <i>(includes RFPs/specifications/responses)</i> | G1 #71     | 06/30/2018          |              |              |            |
| 29. | Bid Records: Non-Capital Improvement <i>(includes RFPs specifications and bid responses)</i>       | G1 #72     | 06/30/2018          |              |              |            |
| 30. | Bond Financing Administrative Records ★  | G1 #417    | 06/30/2018          |              |              |            |
| 31. | Bonus/Award Records: Employees   | G1 #333    | 06/30/2018          |              |              |            |
| 32. | Budget Records: Supporting Documents   | G1 #88     | 06/30/2020          |              |              |            |
| 33. | Bus Driver Records <i>(driver's license checks)</i>  | G7 #118    | 06/30/2022          |              |              |            |
| 34. | Bus Registration and Seating Records   | G7 #145    | 06/30/2022          |              |              |            |
| 35. | Bus Schedule/Reports   | G7 #17     | 06/30/2020          |              |              |            |
| 36. | Business Tax Receipt Records/Occupational Licenses   | G1 #221    | 06/30/2022          |              |              |            |
| 37. | Calendars <i>(desk calendars and appointment books)</i>  | G1 #89     | 06/30/2022          |              |              |            |
| 38. | Career and Technical Education Information System: Final Class Reports                             | G7 #106    | 06/30/2020          |              |              |            |
| 39. | Charter School Records <i>(after the charter school expires, terminates, or is not renewed)</i>    | G7 #119    | 06/30/2021          |              |              |            |
| 40. | Child Care: Menus  | D #72      | 06/30/2022          |              |              |            |
| 41. | Child Care Records   | G1 #257    | 06/30/2018          |              |              |            |
| 42. | Class Syllabus, Course, Room & Teacher Schedule  | G7 #173    | 06/30/2022          |              |              |            |
| 43. | Clinic Log   | G7 #120    | 06/30/2016          |              |              |            |
| 44. | Code Enforcement Hearing Case Files  | G1 #236    | 06/30/2018          |              |              |            |
| 45. | Code Violation Records: Citation Issued  | G1 #398    | 06/30/2018          |              |              |            |
| 46. | Code Violation Records: No Citation Issued   | G1 #237    | 06/30/2019          |              |              |            |
| 47. | Committee/Board Appointment Records <i>(after term of office or committee/board is abolished)</i>  | G1 #334    | 06/30/2020          |              |              |            |
| 48. | Committee/Board Appointment Records: Non-selected applicants                                       | G1 #379    | 06/30/2019          |              |              |            |
| 49. | Commodity Supplemental Food Program Records  | G1 #258    | 06/30/2018          |              |              |            |
| 50. | Communications Audio Recordings  | G1 #335    | 06/30/2022          |              |              |            |
| 51. | Complaints: Citizens/Consumers/Employees <i>(parents/public complaints)</i>                        | G1 #94     | 06/30/2022          |              |              |            |
| 52. | Comprehensive Master Plans: Adopted <i>(supporting documents)</i>                                  | G1 #174    | 06/30/2018          |              |              |            |
|     |  |            | <b>Total Volume</b> |              |              |            |

**Records Disposal Certification 2023/2024**

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|     | A.<br>Series Title   | B.<br>Item | C.<br>Dispose Up To | D.<br>Volume | E.<br>Action | F.<br>Date |
|-----|--|------------|---------------------|--------------|--------------|------------|
| 53. | Computer Logs <i>(or until review of logs is complete, whichever occurs first)</i>                                     | G1 #391    | 06/30/2022          |              |              |            |
| 54. | Contracts/Leases/Agreements: Capital Improvement/Real Property   | G1 #64     | 06/30/2013          |              |              |            |
| 55. | Contracts/Leases/Agreements: Non-Capital Improvement   | G1 #65     | 06/30/2018          |              |              |            |
| 56. | Correspondence and Memoranda: Administrative <i>(general information memos and transmittals)</i>                       | G1 #17     | 06/30/2020          |              |              |            |
| 57. | Correspondence and Memoranda: Program and Policy Development <i>(these records may have archival value)</i>            | G1 #338    | 06/30/2018          |              |              |            |
| 58. | Curriculum Files <i>(includes course scope, approved instructional resources, objectives and evaluation)</i>           | G7 #24     | 06/30/2020          |              |              |            |
| 59. | Data Input Forms <i>(after posted)</i>   | D #43      | 06/30/2023          |              |              |            |
| 60. | Diplomas/Certificates/Awards: Students +   | G7 #121    | 06/30/2022          |              |              |            |
| 61. | Directives/Policies/Procedures   | G1 #186    | 06/30/2021          |              |              |            |
| 62. | Disaster Preparedness Drill Records  | G1 #259    | 06/30/2021          |              |              |            |
| 63. | Disaster Preparedness Plans  | G1 #210    | 06/30/2018          |              |              |            |
| 64. | Disciplinary Case Files: Employees   | G1 #98     | 06/30/2018          |              |              |            |
| 65. | Discipline Records: Student (Major Offense) <i>(includes bus driver's reports on students' misbehavior on buses)</i>   | G7 #26     | 06/30/2020          |              |              |            |
| 66. | Discipline Records: Student (Minor Offense) <i>(includes bus driver's reports on students' misbehavior on buses) +</i> | G7 #27     | 06/30/2020          |              |              |            |
| 67. | Discipline Records: Student - Sexual Harassment/Assault ★  | G7 #175    | 06/30/1923          |              |              |            |
| 68. | Driver Record Transcripts (AKA Motor Vehicle Reports –MVRs)  | D #62      | 06/30/2020          |              |              |            |
| 69. | Drop/Add Requests Records (students dropping and/or adding courses)  | G7 #146    | 06/30/2022          |              |              |            |
| 70. | Drug Test Case Files   | G1 #260    | 06/30/2018          |              |              |            |
| 71. | Drug Test Equipment Records  | G1 #261    | 06/30/2018          |              |              |            |
| 72. | Drug Test Program Administration Records   | G1 #262    | 06/30/2018          |              |              |            |
| 73. | E-Rate Program Records <i>(after completion of program)</i>  | G7 #147    | 06/30/2013          |              |              |            |
| 74. | Electronic Funds Transfer Records  | G1 #264    | 06/30/2018          |              |              |            |
| 75. | Emergency Notification Records   | G7 #122    | 06/30/2022          |              |              |            |
| 76. | Emergency Operations Records: Five Year Strategic Plan   | G1 #266    | 06/30/2020          |              |              |            |
| 77. | Emergency Operations Records: Shelter Inspections  | G1 #268    | 06/30/2021          |              |              |            |
|     |  |            | <b>Total Volume</b> |              |              |            |

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|------|---|------------|---------------------|--------------|--------------|------------|
| 78.  | Emergency Operations Records: Special Needs Applications  | G1 #265    | 06/30/2019          |              |              |            |
| 79.  | Employee Assistance Program Records   | G1 #269    | 06/30/2021          |              |              |            |
| 80.  | Employee Conduct Counseling Records   | G1 #206    | 06/30/2022          |              |              |            |
| 81.  | Employment Application and Selection Records  | G1 #24     | 06/30/2019          |              |              |            |
| 82.  | Employment Assistance Program Non Expendable Property Records   | G1 #343    | 06/30/2020          |              |              |            |
| 83.  | Employment Assistance Program Records   | G1 #113    | 06/30/2018          |              |              |            |
| 84.  | Employment Eligibility Verification Forms ★   | G1 #420    | 06/30/2020          |              |              |            |
| 85.  | Encumbrance/Certification Forward Records   | G1 #20     | 06/30/2020          |              |              |            |
| 86.  | Energy Consumption and Cost Reporting Records   | G1 #401    | 06/30/2022          |              |              |            |
| 87.  | English Language Learners (ELL) Records ▲   | G7 #148    | 06/30/2000          |              |              |            |
| 88.  | Environmental Regulation Compliance Records   | G1 #167    | 06/30/2018          |              |              |            |
| 89.  | Equal Employment Opportunity Compliance Reports (EEOC) Records  | G1 #103    | 06/30/2019          |              |              |            |
| 90.  | Equipment/Vehicle Maintenance Records<br><i>(includes hours worked, equipment cost per hour, and materials used for cost figures)</i> | G1 #104    | 06/30/2018          |              |              |            |
| 91.  | Equipment/Vehicle Usage Records   | G1 #224    | 06/30/2022          |              |              |            |
| 92.  | Examination Materials: Standardized   | G7 #28     | 06/30/2022          |              |              |            |
| 93.  | Examination Materials/Records: Criminal Justice Training Centers/Schools  | G7 #149    | 06/30/2021          |              |              |            |
| 94.  | Examination Materials/Records: Standardized Psycho-educational  | G7 #123    | 06/30/2020          |              |              |            |
| 95.  | Examination Reports: Standardized   | G7 #29     | 06/30/2018          |              |              |            |
| 96.  | Examination Results: Standardized   | G7 #124    | 06/30/2020          |              |              |            |
| 97.  | Exceptional Student Education Records ▲   | G7 #125    | 06/30/2017          |              |              |            |
| 98.  | Exceptional Student Education Records - Medicaid Funded ★   | G7 #176    | 06/30/2016          |              |              |            |
| 99.  | Expulsion Records   | G7 #31     | 06/30/2018          |              |              |            |
| 100. | Facility Reservation/Rental Records   | G1 #270    | 06/30/2018          |              |              |            |
| 101. | False Alarm Records   | G1 #345    | 06/30/2018          |              |              |            |
| 102. | Feasibility Study Records   | G1 #106    | 06/30/2020          |              |              |            |
| 103. | Federal Income/Employment Tax Forms/Reports   | G1 #157    | 04/15/2019          |              |              |            |
| 104. | Fee/Service Schedules   | G1 #271    | 06/30/2018          |              |              |            |
| 105. | Field Trip/Student Activity Authorizations  | G7 #37     | 06/30/2022          |              |              |            |
|      |   |            | <b>Total Volume</b> |              |              |            |

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| A.           |  | B.      | C.                  | D.     | E.     | F.   |
|--------------|--|---------|---------------------|--------|--------|------|
| Series Title |  | Item    | Dispose Up To       | Volume | Action | Date |
| 106.         | Final Orders Records: Not Indexed or Listed  | G1 #421 | 06/30/2018          |        |        |      |
| 107.         | Final Orders: Supporting Documents   | G1 #396 | 06/30/2018          |        |        |      |
| 108.         | Financial Account Authorization Records  | G1 #84  | 06/30/2018          |        |        |      |
| 109.         | Financial Aid Records ( <i>including FFEA scholarships</i> )   | G7 #150 | 06/30/2018          |        |        |      |
| 110.         | Financial Disclosure Statements (Local Government)   | G1 #346 | 06/30/2013          |        |        |      |
| 111.         | Financial Reports: Annual (Local Government)   | G1 #107 | 06/30/2013          |        |        |      |
| 112.         | Financial Reports: Annual Local Government (Supporting Documents)  | G1 #108 | 06/30/2018          |        |        |      |
| 113.         | Financial Transaction Records: Detail ★  | G1 #435 | 06/30/2018          |        |        |      |
| 114.         | Financial Transaction Records: Summary ★   | G1 #436 | 06/30/2013          |        |        |      |
| 115.         | Florida Inventory of School Houses (FISH) Certifications   | G7 #151 | 06/30/2022          |        |        |      |
| 116.         | Follow-up Surveys and Placement Reports ( <i>an annual survey of graduates</i> )                                     | G7 #152 | 06/30/2018          |        |        |      |
| 117.         | Food Service Establishment License Records   | G1 #402 | 06/30/2018          |        |        |      |
| 118.         | Food Service Records   | G7 #153 | 06/30/2018          |        |        |      |
| 119.         | Food Service Records: Free and Reduced Price Meal Eligibility Hearing  | G7 #126 | 06/30/2020          |        |        |      |
| 120.         | Fuel Tax Reports   | G1 #213 | 06/30/2020          |        |        |      |
| 121.         | Full-Time Equivalency Records ( <i>FTE records</i> )   | G7 #154 | 06/30/2020          |        |        |      |
| 122.         | Funds: Wire Transfer Confirmations   | D #35   | 06/30/2019          |        |        |      |
| 123.         | General Educational Development (GED) Diploma Registrations Records ( <i>includes applications to take the GED</i> ) | G7 #56  | 06/30/2020          |        |        |      |
| 124.         | Geographic Information Systems (GIS) Snapshots: Administrative   | G1 #382 | 06/30/2022          |        |        |      |
| 125.         | Gifted Student Educational Plans ★   | G7 #177 | 06/30/2017          |        |        |      |
| 126.         | Grade Records: Teacher Grade Books ( <i>teacher's class record book</i> )  | G7 #59  | 06/30/2020          |        |        |      |
| 127.         | Grant Files  | G1 #422 | 06/30/2018          |        |        |      |
| 128.         | Grant Files: Unfunded Applications   | G1 #349 | 06/30/2022          |        |        |      |
| 129.         | Grievance Files  | G1 #110 | 06/30/2020          |        |        |      |
| 130.         | Health, Education and Welfare (HEW) Annual Reports ( <i>includes reports on project activities, progress/stats</i> ) | G7 #62  | 06/30/2020          |        |        |      |
| 131.         | Health, Education and Welfare (HEW) Office For Civil Rights Compliance Refusal Reports ( <i>after final report</i> ) | G7 #63  | 06/30/2020          |        |        |      |
|              |  |         | <b>Total Volume</b> |        |        |      |

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|------|---|------------|---------------------|--------------|--------------|------------|
| 132. | Health Immunization Notice of Noncompliance   | G7 #128    | 06/30/2022          |              |              |            |
| 133. | HIPAA Health Care Component Designation Records (6 anniversary years)                 | G1 #324    | 06/30/2017          |              |              |            |
| 134. | HIPAA Security Standards Implementation Records                                       | G1 #325    | 06/30/2017          |              |              |            |
| 135. | Home Education Program Records  | G7 #156    | 06/30/2019          |              |              |            |
| 136. | Homebound/Hospital Program Records  | G7 #157    | 06/30/2020          |              |              |            |
| 137. | In-Service Education Records  | G7 #65     | 06/30/2018          |              |              |            |
| 138. | Incident Report Files   | G1 #241    | 06/30/2019          |              |              |            |
| 139. | Information Request Records (includes requests for public records and/or information) | G1 #23     | 06/30/2022          |              |              |            |
| 140. | Injury/Illness Records  | G1 #188    | 06/30/2018          |              |              |            |
| 141. | Inspection Records: Fire/Security/Safety/Health (after inspection)                    | G1 #193    | 06/30/2019          |              |              |            |
| 142. | Inspection Reports: Fire Extinguisher   | G1 #219    | 06/30/2022          |              |              |            |
| 143. | Inspector's Route Sheets: Daily   | G1 #277    | 06/30/2020          |              |              |            |
| 144. | Insurance Records: Agency   | G1 #111    | 06/30/2018          |              |              |            |
| 145. | Internship Records: Student   | G7 #129    | 06/30/2018          |              |              |            |
| 146. | Inventory: Agency Property  | G1 #40     | 06/30/2020          |              |              |            |
| 147. | Investigative Records: Inspector General  | G1 #351    | 06/30/2018          |              |              |            |
| 148. | Investment Records  | G1 #278    | 06/30/2013          |              |              |            |
| 149. | Land Development and Planning Project Files: Preliminary Drawings/Drafts              | G1 #404    | 06/30/2013          |              |              |            |
| 150. | Lesson Plan Records   | G7 #67     | 06/30/2020          |              |              |            |
| 151. | Licenses: Certificate of Competency Records   | G1 #253    | 06/30/2020          |              |              |            |
| 152. | Licenses: Certificate of Competency Records (Temporary)                               | G1 #254    | 06/30/2022          |              |              |            |
| 153. | Lien Documentation Files  | G1 #405    | 06/30/2018          |              |              |            |
| 154. | Litigation Case Files   | G1 #27     | 06/30/2018          |              |              |            |
| 155. | Lobbyist Registration Records   | G1 #387    | 06/30/2018          |              |              |            |
| 156. | Local Government Mileage Report   | G1 #390    | 06/30/2018          |              |              |            |
| 157. | Lost and Found Records  | G1 #354    | 06/30/2020          |              |              |            |
| 158. | Mail: Registered and Certified  | G1 #47     | 06/30/2018          |              |              |            |
|      |   |            | <b>Total Volume</b> |              |              |            |

**Records Disposal Certification 2023/20224**

|                       |                   |
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| School or Dept. Name: | School or Dept. # |
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|      | A.<br>Series Title  | B.<br>Item | C.<br>Dispose Up To | D.<br>Volume | E.<br>Action | F.<br>Date |
|------|---|------------|---------------------|--------------|--------------|------------|
| 159. | Mail: Undeliverable/Returned  | G1 #1      | 06/30/2018          |              |              |            |
| 160. | Management Surveys/Studies: Internal  | G1 #30     | 06/30/2022          |              |              |            |
| 161. | Maps: School Boundary   | G7 #68     | 06/30/2020          |              |              |            |
| 162. | Medical Records   | G1 #212    | 06/30/2018          |              |              |            |
| 163. | Medical/Health Care Records: Student  | G7 #158    | 06/30/2016          |              |              |            |
| 164. | Minority Appointment Reporting Records  | G1 #406    | 06/30/2019          |              |              |            |
| 165. | Minutes: Official Meetings (Preliminary/Audio Recordings/Video Recordings)  | G1 #4      | 06/30/2021          |              |              |            |
| 166. | Minutes: Official Meetings (Supporting Documents)   | G1 #123    | 06/30/2021          |              |              |            |
| 167. | Minutes: Official Meetings (Special Districts/ Agency Support Organizations/Non-Policy Advisory Boards) ★   | G1 #424    | 06/30/2013          |              |              |            |
| 168. | Minutes: Other Meetings ( <i>excludes: Academic Advisory, Audit, Budget Advisory, District Diversity and Equity, Finance, Advisory Boundary (ABC), IROC, TAC, SAC, and CORC, etc.</i> ) | G1 #33     | 06/30/2022          |              |              |            |
| 169. | News Releases   | G1 #34     | 06/30/2022          |              |              |            |
| 170. | Noise Exposure Measurement Records  | G1 #283    | 06/30/2021          |              |              |            |
| 171. | Opinions: Legal (Supporting Documents)  | G1 #125    | 06/30/2020          |              |              |            |
| 172. | Ordinances (Supporting Documents)   | G1 #229    | 06/30/2018          |              |              |            |
| 173. | Parent/Guardian Consents for Photographic/ Video/Audio Recording of Student   | G7 #159    | 06/30/2020          |              |              |            |
| 174. | Parental Authority Records ( <i>after student is no longer registered with the District</i> )   | G7 #160    | 06/30/2020          |              |              |            |
| 175. | Parking Decal/Permit Records Student  | G7 #161    | 06/30/2022          |              |              |            |
| 176. | Parking Decal/Permit Records Employee   | G1 #127    | 06/30/2021          |              |              |            |
| 177. | Payroll Records: Court-Ordered Garnishment  | G1 #385    | 06/30/2018          |              |              |            |
| 178. | Payroll Records: Deduction Authorizations   | G1 #129    | 06/30/2018          |              |              |            |
| 179. | Payroll Records: Ledgers/Trial Balance Reports  | G1 #183    | 06/30/2018          |              |              |            |
| 180. | Payroll Records: Posted   | G1 #35     | 06/30/2018          |              |              |            |
| 181. | Payroll Records: Supporting Documents   | G1 #195    | 06/30/2018          |              |              |            |
| 182. | Pension Records: Plan/Fund  | G1 #358    | 06/30/2018          |              |              |            |
| 183. | Pension Records: Retirees   | G1 #359    | 06/30/2018          |              |              |            |
| 184. | Performance/Maintenance/Surety Bond Records   | G1 #408    | 06/30/2018          |              |              |            |
| 185. | Permits: Building   | G1 #286    | 06/30/2013          |              |              |            |
|      |   |            | <b>Total Volume</b> |              |              |            |



**Records Disposal Certification 2023/2024**

|                          |                      |
|--------------------------|----------------------|
| School or<br>Dept. Name: | School or<br>Dept. # |
|--------------------------|----------------------|

|      | A.<br>Series Title   | B.<br>Item | C.<br>Dispose Up To | D.<br>Volume | E.<br>Action | F.<br>Date |
|------|--|------------|---------------------|--------------|--------------|------------|
| 186. | Permits: Confined Space Entry                                    | G1 #284    | 06/30/2022          |              |              |            |
| 187. | Permits: Signs (Local Government)                                | G1 #288    | 06/30/2020          |              |              |            |
| 188. | Personnel Records: OPS/Volunteer/Intern/<br>Temporary Employment | G1 #66     | 06/30/2020          |              |              |            |
| 189. | Personnel Records: Supplemental Documentation                    | G1 #378    | 06/30/2018          |              |              |            |
| 190. | Personnel Records: Transaction Posting Journal                   | D #61      | 06/30/2020          |              |              |            |
| 191. | Petty Cash Documentation Records                                 | G1 #202    | 06/30/2018          |              |              |            |
| 192. | Position Description Records                                     | G1 #38     | 06/30/2021          |              |              |            |
| 193. | Postage/Shipping Records   | G1 #133    | 06/30/2018          |              |              |            |
| 194. | Probation Records  | G1 #320    | 06/30/2018          |              |              |            |
| 195. | Proclamations  | G1 #142    | 06/30/2021          |              |              |            |
| 196. | Project Files: Capital Improvement                               | G1 #136    | 06/30/2013          |              |              |            |
| 197. | Project Files: Federal   | G1 #137    | 06/30/2018          |              |              |            |
| 198. | Project Files: Non-Capital Improvement                           | G1 #138    | 06/30/2018          |              |              |            |
| 199. | Project Files: Operational                                       | G1 #291    | 06/30/2020          |              |              |            |
| 200. | Promotion/Transfer Records                                       | G1 #139    | 06/30/2019          |              |              |            |
| 201. | Property Transfer Records  | G1 #41     | 06/30/2022          |              |              |            |
| 202. | Protected Health Information Access Provider<br>Records ★        | G1 #426    | 06/30/2017          |              |              |            |
| 203. | Protected Health Information Disclosure Records                  | G1 #328    | 06/30/2017          |              |              |            |
| 204. | Public Depositor Annual Report Records                           | G1 #389    | 06/30/2018          |              |              |            |
| 205. | Public Information Files   | G1 #128    | 06/30/2022          |              |              |            |
| 206. | Public Program/Event Records                                     | G1 #238    | 06/30/2018          |              |              |            |
| 207. | Public Schools Staff Survey files                                | G7 #33     | 06/30/2020          |              |              |            |
| 208. | Radio Logs   | G1 #292    | 06/30/2022          |              |              |            |
| 209. | Rain Checks  | G1 #293    | 06/30/2020          |              |              |            |
| 210. | Real Property Records: Condemnation/Demolition                   | G1 #364    | 06/30/2018          |              |              |            |
| 211. | Real Property Records: Property Acquired                         | G1 #172    | 06/30/2020          |              |              |            |
| 212. | Real Property Records: Property Not Acquired                     | G1 #164    | 06/30/2020          |              |              |            |
|      |  |            | <b>Total Volume</b> |              |              |            |

**Records Disposal Certification 2023/2024**

|                          |                      |
|--------------------------|----------------------|
| School or<br>Dept. Name: | School or<br>Dept. # |
|--------------------------|----------------------|

|      | A.<br>Series Title   | B.<br>Item | C.<br>Dispose Up To        | D.<br>Volume | E.<br>Action | F.<br>Date |
|------|--|------------|----------------------------|--------------|--------------|------------|
| 213. | Records Management Compliance Statements   | G1 #322    | 06/30/2022                 |              |              |            |
| 214. | Registration/Permit/License/Certification Records: Required by City or County Code (No Permitting Fee) ★   | G1 #427    | 06/30/2022                 |              |              |            |
| 215. | Registration/Permit/License/Certification Records: Required by City or County Code (Permitting Fee) ★  | G1 #428    | 06/30/2018                 |              |              |            |
| 216. | Registrations: Adult and Career Education  | G7 #162    | 06/30/2018                 |              |              |            |
| 217. | Registrations: K-12  | G7 #163    | 06/30/2020                 |              |              |            |
| 218. | Registrations: Voluntary Prekindergarten ★   | G7 #178    | 06/30/2018                 |              |              |            |
| 219. | Release of Student Information: Generic  | G7 #131    | 06/30/2019                 |              |              |            |
| 220. | Release of Student Information: Medical  | G7 #132    | 06/30/2016                 |              |              |            |
| 221. | Resolutions: Supporting Documents  | G1 #143    | 06/30/2020                 |              |              |            |
| 222. | Respirator Fit Testing Records   | G1 #298    | 06/30/2019                 |              |              |            |
| 223. | Revenue Sharing Applications   | G1 #388    | 06/30/2018                 |              |              |            |
| 224. | Salary Comparison Reports  | G1 #49     | 06/30/2022                 |              |              |            |
| 225. | Salary Schedules ★   | G1 #240    | 06/30/2013                 |              |              |            |
| 226. | Sales/Use/Local Option Tax Records   | G1 #368    | 06/30/2018                 |              |              |            |
| 227. | School Safety Records: Self-Assessment Records +   | G# 174     | 06/30/2013                 |              |              |            |
| 228. | School Choice Records ( <i>includes student reassignment requests and magnet school applications</i> )   | G7 #133    | 06/30/2020                 |              |              |            |
| 229. | School Concurrency Records ★   | G7 #179    | 06/30/2013                 |              |              |            |
| 230. | School Improvement Plans   | G7 #166    | 06/30/2020                 |              |              |            |
| 231. | School Safety Records ★  | G7 #180    | 06/30/2013                 |              |              |            |
| 232. | Security Breach Notice Records ★   | G1 #432    | 06/30/2018                 |              |              |            |
| 233. | Security Screening Records (employees or contractual personnel)  | G7 #142    | 06/30/2017                 |              |              |            |
| 234. | Security Screening Records (contractors, vendors, and couriers)  | G1 #369    | 06/30/2021                 |              |              |            |
| 235. | Signature Authorization Records  | G1 #300    | 06/30/2022                 |              |              |            |
| 236. | Skill Mastery Records (includes evidence of competency levels attained by students)  | G7 #86     | 06/30/2022                 |              |              |            |
| 237. | Social Media Account Authorization Records ★   | G1 #411    | 06/30/2022                 |              |              |            |
| 238. | Social Security Controlled Summary Records   | G1 #144    | 06/30/2019                 |              |              |            |
| 239. | Student Alternate Transportation Authorization Records   | G7 #167    | 06/30/2022                 |              |              |            |
| 240. | Student Broadcast Recordings: ( <i>after broadcast</i> )   | G7 #137    | 06/30/2022                 |              |              |            |
| 241. | Student Education Records: Category B +  | G7 #91     | 06/30/2016                 |              |              |            |
| 242. | Student Education Records: Category A ( <i>only for schools that have their legacy records uploaded into SIS. Must call Records Management for preapproval code.</i> ) | G7 #90     | Elementary and Middle Only |              |              |            |
|      |  |            | <b>Total Volume</b>        |              |              |            |

## Records Disposal Certification 2023/20224

|                       |                   |
|-----------------------|-------------------|
| School or Dept. Name: | School or Dept. # |
|-----------------------|-------------------|

|      | A.<br>Series Title  | B.<br>Item | C.<br>Dispose Up To | D.<br>Volume | E.<br>Action | F.<br>Date |
|------|---|------------|---------------------|--------------|--------------|------------|
| 243. | Student Newspapers  | G7 #138    | 06/30/2022          |              |              |            |
| 244. | Student Organization Records ★  | G7 #139    | 06/30/2022          |              |              |            |
| 245. | Student Transportation Records  | G7 #181    | 06/30/2023          |              |              |            |
| 246. | Student with Disabilities Educational Plans (504) ★   | G7 #182    | 06/30/2016          |              |              |            |
| 247. | Subpoenas   | G1 #374    | 06/30/2022          |              |              |            |
| 248. | Surveillance Recordings   | G1 #302    | 06/30/2022          |              |              |            |
| 249. | Tax Anticipation Note Certificates  | D #34      | 06/30/2019          |              |              |            |
| 250. | Tax Exemption Application Files: Ad Valorem (Economic Development)                                  | G1 #304    | 06/30/2018          |              |              |            |
| 251. | Teen Parent Program: Toddler Reports ★  | G7 #183    | 06/30/2023          |              |              |            |
| 252. | Television Station Use Log  | G7 #141    | 06/30/2020          |              |              |            |
| 253. | Textbook Inventory Records  | G7 #98     | 06/30/2020          |              |              |            |
| 254. | Textbook/Instructional Material Evaluation Records  | G7 #99     | 06/30/2020          |              |              |            |
| 255. | Textbook/Instructional Material Request Records: Denied   | G7 #168    | 06/30/2020          |              |              |            |
| 256. | Transportation Survey Report Records: Florida Education Finance Program (FEFP)                      | G7 #100    | 06/30/2019          |              |              |            |
| 257. | Travel Records  | G1 #52     | 06/30/2018          |              |              |            |
| 258. | Truancy Case Tiles  | G7 #169    | 06/30/2018          |              |              |            |
| 259. | Truth-In-Millage (TRIM) Compliance Files  | G1 #375    | 06/30/2018          |              |              |            |
| 260. | Unclaimed Property Records  | G1 #309    | 06/30/2018          |              |              |            |
| 261. | Unemployment Compensation Records <i>(includes unemployment information submitted to the State)</i> | G1 #149    | 06/30/2018          |              |              |            |
| 262. | Unregistered Student Records  | G7 #170    | 06/30/2020          |              |              |            |
| 263. | Vehicle Accident Records  | G1 #78     | 06/30/2019          |              |              |            |
| 264. | Vehicle Locator Records   | G1 #414    | 06/30/2022          |              |              |            |
| 265. | Vehicle Records (includes parking decals/permits)   | G1 #154    | 06/30/2022          |              |              |            |
| 266. | Vendor Files  | G1 #97     | 06/30/2020          |              |              |            |
| 267. | Verification Records: Attendance/Employment/ Enrollment   | G1 #243    | 06/30/2022          |              |              |            |
| 268. | Veterans Records: Student   | G7 #105    | 06/30/2018          |              |              |            |
| 269. | Visitor/Entry Logs  | G1 #54     | 06/30/2022          |              |              |            |
| 270. | Volunteer/Mentor Program Records  | G7 #108    | 06/30/2018          |              |              |            |
|      |   |            | <b>Total Volume</b> |              |              |            |

**Records Disposal Certification 2023/2024**

|                       |                   |
|-----------------------|-------------------|
| School or Dept. Name: | School or Dept. # |
|-----------------------|-------------------|

|      | A.<br>Series Title                   | B.<br>Item | C.<br>Dispose Up To | D.<br>Volume | E.<br>Action | F.<br>Date |
|------|--------------------------------------|------------|---------------------|--------------|--------------|------------|
| 271. | Vouchers: Federal Projects Paid      | G1 #156    | 06/30/2018          |              |              |            |
| 272. | Whistle Blower Investigative Records | G1 #376    | 06/30/2018          |              |              |            |
| 273. | Work Orders                          | G1 #141    | 06/30/2020          |              |              |            |
| 274. | Work Schedules                       | G1 #289    | 06/30/2022          |              |              |            |
| 275. | Workers' Compensation Records        | G1 #55     | 06/30/2018          |              |              |            |
| 276. |                                      |            |                     |              |              |            |
| 277. |                                      |            |                     |              |              |            |
|      |                                      |            | <b>Total Volume</b> |              |              |            |

- ★ New
- ▲ State increase
- ⊕ District increase

**Total Volume of All Pages** \_\_\_\_\_



THE SCHOOL DISTRICT OF PALM BEACH COUNTY  
INFORMATION TECHNOLOGY (IT) / RECORDS MANAGEMENT

# Records Disposal Certification

Authorization has been granted for disposal of each of the record series listed on this Records Disposal Certification form.

|                          |                      |
|--------------------------|----------------------|
| School or<br>Dept. Name: | School or<br>Dept. # |
|--------------------------|----------------------|

The records listed have been disposed of in the manner and on the date(s) shown in columns "E" and "F".

**DISCLAIMER:** This document holds true; however, items are subject to active request, audit, investigation, or legal action which may necessitate the record to be maintained beyond the expiration date noted.  
Contact [recordsmanagement@palmbeachschools.org](mailto:recordsmanagement@palmbeachschools.org) with questions.

\_\_\_\_\_  
*Signature of Principal/Director*

\_\_\_\_\_  
*Type Name of Principal/Director*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature of Witness*

\_\_\_\_\_  
*Type Name of Witness*

\_\_\_\_\_  
*Date*



## Records Disposal Exemption

Complete this Records Disposal Exemption **ONLY** if your school or department **DID NOT** dispose of any records during FY2023/2024.

|                          |                      |
|--------------------------|----------------------|
| School or<br>Dept. Name: | School or<br>Dept. # |
|--------------------------|----------------------|

I certify that our school/department did not dispose of any records for the following reason. *(Choose one)*

- Our school/department does not have any records old enough to be eligible for disposal.
- Our school/department is under administrative review.

\_\_\_\_\_  
*Signature of Principal/Director or Above*

\_\_\_\_\_  
*Type Name of Principal/Director or Above*

\_\_\_\_\_  
*Date*